Member Rights
Unrequested Leave of Absence/Non-Renewal

For all districts except Duluth, Minneapolis, Rochester and St. Paul.
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RULE NO. ONE
DO NOT VOLUNTARILY RESIGN

RULE NO. TWO
DO NOT VOLUNTARILY
ACCEPT A REDUCED CONTRACT

RULE NO. THREE
WHEN IN DOUBT, CONTACT YOUR
EDUCATION MINNESOTA FIELD OFFICE
Teacher Continuing Contract and Seniority Rights

When a School District begins reducing teaching positions, there is a great deal of concern about the unrequested leave of absence (ULA)/Non-Renewal process and the rights of individual teachers.

If you have questions about seniority or the ULA/Non-Renewal process: Contact your Local President or your Member Rights Advocate for assistance!

- **Do not voluntarily resign.** This is important for probationary as well as continuing contract teachers. Resigning could jeopardize your eligibility for unemployment compensation benefits. Resigning permanently severs your relationship with the School District. By resigning, you are forfeiting any right you might have to be recalled to an open position.

- **Do not voluntarily reduce your work time** (i.e., full-time to half-time). This could jeopardize your right to be recalled to the full extent of your position.

- It is possible for probationary teachers to simply have their contracts non-renewed. Written notification of non-renewal must occur before July 1. If you are notified that your contract is non-renewed, immediately contact your Local President or Member Rights Advocate for assistance.

- Written notification is required when a School District proposes to place a continuing contract teacher on ULA. The teacher then has a 14-day window to request a hearing challenging the proposal.

- Don’t assume that the information you receive from the District is accurate or complete. If you received notification about non-renewal or ULA/Non-Renewal, don’t wait and don’t resign – protect your rights under your contract and state statute by immediately contacting your Local President or Member Rights Advocate for assistance.

- If you are placed on ULA, it is in your best interest to monitor School Board action over the summer months. Watch for open positions and assert your right to be recalled to any position for which you are licensed. Contact your Local President or Member Rights Advocate if you believe your recall rights have been violated. Any violation of your recall rights must be challenged within 60 days.
Are you a probationary teacher?

Minneapolis Statute 122A.40 states:
Subd. 5. Probationary Period. The first three consecutive years of a teacher’s first teaching experience in Minnesota in a single School District shall be deemed to be a probationary period of employment, and after completion thereof, the probationary period in each School District in which the teacher is thereafter employed shall be one year.

It should be noted that:
• Any licensed teacher—full-time, part-time (even one hour a day), Title I, etc.—can earn continuing contract status. The exceptions are Early Childhood-Family Education and Community Education (ECFE), and Adult Basic Education (ABE) teachers.
• Time spent as a long-term substitute may be eligible toward achieving continuing contract status if the teacher works an entire school year to replace a single teacher.
• A probationary teacher must complete at least 120 days of teaching service each year during a probationary period. Days devoted to parent-teacher conferences, teachers’ workshops, and other staff development opportunities and days on which a teacher is absent from school do not count as days of teaching service under this section.
• Unless the contract specifies otherwise, probationary teachers do not hold seniority over other probationary teachers.
• A teacher who has completed three consecutive years in a Minnesota School District, must serve only a one-year probationary period in any other Minnesota School District (except in Duluth, Minneapolis, Rochester and St. Paul).
• The District must give teachers in their final year of probation written notice before July 1, stating that their contract is being nonrenewed. If such a notice is not received, the teacher automatically has a contract for the next year and is no longer probationary.
• A teacher whose first three years of consecutive employment are interrupted for active military service and who promptly resumes teaching under federal reemployment guidelines is considered to have a consecutive teaching experience.
• A teacher whose first three years of consecutive employment are interrupted for maternity, paternity, or medical leave and who resumes teaching within 12 months of when the leave began is considered to have consecutive teaching experience.

Other rights and protections for probationary teachers
• A probationary teacher may request the reasons for his/her termination from the School Board. Consult with your Local President or Member Rights Advocate before taking this action. (See sample letter #4)
• Probationary teachers may be placed on Unrequested Leave of Absence if such a practice is allowed by the contract and is acceptable to the School District. Ask if this is the practice in your School District.
• Begin your preparation to search for a new position by collecting written recommendations from your immediate supervisor and other professionals who have first-hand knowledge of your teaching performance.
Are you a continuing contract teacher?¹

Minnesota statute allows School Districts to place teachers on unrequested leave of absence for one of four reasons: discontinuance of position, lack of pupils, merger of classes caused by consolidation of Districts and/or financial limitations. The Statute also contains a default procedure for dealing with layoffs. However, during the 2017 legislative session, legislation was passed that eliminates the statutory ULA process as of July 1, 2019 and obligates school districts and exclusive representatives to negotiate a plan providing for ULA.

The default ULA procedure set forth in Minn. Statute § 122A.40, Subd. 11 is applicable for the 2018-19 school year. Check your contract first for specific language about Unrequested Leave of Absence procedures. If a contract is silent about any or all of the procedures, then the statutory provisions must be followed. Beginning in the 2019-20 school year, ULA procedure will be solely governed by the ULA provisions in the collective bargaining agreement.

Minnesota Statute 122A.40, (Subd. 11) specifies:
• No continuing contract teacher may be placed on unrequested leave of absence while any probationary teachers with like licenses are retained in a position for which the continuing contract teacher is properly licensed.
• Continuing contract teachers are placed on unrequested leave of absence in the inverse order in which they were employed in the fields in which they are licensed.

Other rights and protections for continuing contract teachers
• Continuing contract teachers accrue seniority in all areas for which they are licensed for the entire number of years of continuous employment in the District, unless your contract provides otherwise.
• A teacher’s seniority date is their first day of actual service in the District, unless your contract specifies a different date.
• Part-time teachers accrue a full year of seniority for each year of continuous employment in the District, unless your contract provides otherwise.
• In the case of equal seniority, see your contract for the tie-breaking procedure to be used.
• A School District might have to realign teachers in order to retain the most senior teacher. Check your contract for realignment procedures.

Continuing contract teachers have recall rights
• Continuing contract teachers are recalled in the inverse order of placement on unrequested leave of absence. Teachers are on recall for a period of five years, unless your contract has other specifications.
• A teacher can be recalled to any position for which he/she is licensed, unless your contract has other specifications.
• Teachers who acquire a new license should immediately notify the school district and request reinstatement if there is a vacant position. (See sample letter #3)
• No new teacher may be hired while there is a teacher on unrequested leave of absence who is licensed to fill a vacancy.
What should a teacher on recall do?

1. Monitor School Board meetings during the summer. If a position becomes available, make sure you are recalled. If not, you have only a 60-day window to challenge the School Board’s actions. Contact your Local President/MRA and Field Staff immediately.

2. By April 1st of each year, send a letter to the School District requesting reinstatement, unless your contract identifies a different date. Notify the School District about any changes in your license immediately. (See sample letter #3)

3. Make sure the school district has your current mailing address on file. If the School District can’t find you, then it has no obligation to recall you.

4. Maintain your Education Minnesota membership. You are not required to maintain membership while on ULA/Non-Renewal for the local union to enforce the terms and conditions of the collective bargaining agreement on your behalf. However, membership includes your right to legal services if you need them for a statutory recall challenge, a MDE complaint or licensure matter. http://www.educationminnesota.org/en/membership.aspx

5. Send a letter prior to April 1st of each year requesting reinstatement, unless your contract identifies a different date. Keep a copy of the letter for your file. You may teach in another District, substitute teach or change occupations and not forfeit your recall rights.

6. If you are recalled, you have 30 days to accept the offered position, unless your contract identifies a different number of days. (See sample letter #6)

ULA Procedure

1. The board must meet and pass a resolution proposing that you be placed on unrequested leave of absence.

2. You must receive a letter from the District stating:

   • You are being proposed for ULA and why

   • One or more of the following reasons must be listed:

     □ Discontinuance of position

     □ Lack of pupils

     □ Merger of classes caused by consolidation of districts

     □ Financial limitations

3. Immediately Contact your Member Rights Advocate for assistance if you receive notice of ULA/Non-Renewal.

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1 Teachers who teach in Duluth, Minneapolis, Rochester and St. Paul (cities of the first class) are covered by a different statute, Minn. Stat. 122A.43. Teachers who teach in Duluth, Minneapolis, Rochester and St. Paul have “tenure” rights, rather than “continuing contract” rights.
Request for a Hearing

1. You have the right to request a hearing on the School Board’s proposal to place you on ULA. You have fourteen (14) calendar days from the time you receive your letter to submit a written request for a ULA hearing. The request for a hearing must come from the individual teacher – your local can’t do this for you. (See sample letter #2)

2. Your request for a hearing should be personally delivered or sent via certified mail to any member of your local school board – preferably the Board Chairperson or Clerk. Document the notification by having the School Board Member sign a receipt for the delivery or have a qualified adult (not your spouse or other relative) witness the notification. Check your contract for language about notification.

3. If you receive a letter with a pre-set hearing date – contact your Member Rights Advocate.

4. Requesting a hearing will maintain the timeline for preserving your rights. There are many possible reasons to challenge a School District’s ULA procedure. Contact your Field Staff for assistance in determining if there are legal grounds for such a challenge. The hearing must be before a neutral hearing officer with a court reporter present. The Board pays for both the hearing officer and the reporter, as well as for their attorney who represents them in this matter. You may withdraw your request for a hearing at any time prior to the hearing date.

5. There is no date given in the statute that specifies a date by which a District must send a proposed Unrequested Leave of Absence letter to a teacher, but all these procedures must be completed prior to JULY 1st.

6. In some cases, facts may change after the fourteen (14) day timeline has passed. If the changed circumstances could result in a challenge to your placement on ULA, the timeline may restart. Contact your Field Staff for help.

7. Education Minnesota will advise you regarding the legal feasibility of a ULA hearing. Work with your Member Rights Advocate and Field Staff to determine the best course of action for your individual situation.

Resignation or Voluntary Reduction of Contract

If you are asked to resign or reduce your contract – contact your Member Rights Advocate or Field Staff for assistance.

ABOVE ALL – DO NOT RESIGN!!

If you resign, you forfeit:

- Your right to be recalled.
- Your seniority as a full-time teacher in the District.
- And possibly your unemployment compensation.

And at that point there is nothing anyone can do to help you.
Other Considerations

Fringe Benefits:
Medical, dental, disability, and term life insurance, or other benefits, are deferred benefits that you have already earned. You may be covered up to the beginning of the new school year. Check your contract for specific language.

The School District is legally required to notify you in writing about your COBRA rights.

This law allows you to carry your insurance another 18 months beyond the expiration date of the insurance by paying the full premium yourself (state and federal insurance laws).

Due Process Rights in a ULA Hearing

• A hearing can include you and any other teachers proposed for ULA depending on the desire of the School Board.

• You will usually be represented by a staff person, either a Field Staff person or an attorney, depending on the issue.

• The administration has the “burden of proof.” That is, it has to prove to the Board that your ULA is justified for one of the four reasons.

• The hearing is formal, witnesses are sworn in, there is direct and cross-examination of witnesses and all necessary documents should be received as exhibits.

• The hearing officer will issue his/her recommendations to the School Board. The Board has the right to either accept or reject the recommendations of the hearing officer.

• The hearing must be recorded (court reporter transcript available should there be an appeal). The School District is responsible for paying for the recording of the hearing.

• The ULA proceedings must be concluded and you must be notified in writing that you are placed on unrequested leave prior to July 1st, unless both sides agree to waive the July 1 timeline or unless a different deadline is identified in the contract.

• In some circumstances, the Board’s decision can be appealed to the Minnesota Court of Appeals. The judges review the evidence from the hearing and listen to arguments from counsel for each side. The judges then affirm or reverse the Board’s decision.
## ULA or NON-RENEWAL SAMPLE LETTERS

### Continuing Contract and Probationary Teachers

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<th>Subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>#1</td>
<td>Full-time teacher placed on ULA and accepting a part-time contract</td>
</tr>
<tr>
<td>#2</td>
<td>Continuing contract teacher requesting a hearing</td>
</tr>
<tr>
<td>#3</td>
<td>Letter to be sent to the District by April 1 from teachers on ULA</td>
</tr>
<tr>
<td>#4</td>
<td>Probationary teacher’s request for reasons for nonrenewal</td>
</tr>
<tr>
<td>#5</td>
<td>Rejection of reduced contract</td>
</tr>
<tr>
<td>#6</td>
<td>Letter accepting a recall offer</td>
</tr>
</tbody>
</table>
SAMPLE LETTER #1

Full-Time Teacher Placed on ULA and Accepting a Part-Time Position

______________________Date

___________________________, Chairperson
Board of Education
Independent School District No.__________

___________________________, MN _____

Dear Mr./Ms. __________________:

I am accepting the __________________(position fraction, i.e., 1/2)
______________________ teaching position with Independent School District No.
________ for the 20____ - 20____ school year.

My acceptance of this position should not be considered a waiver of my continuing
contract rights guaranteed by Minnesota Statutes for reinstatement to any full-time position
for which I am licensed or to additional part-time positions which restore me to a 1.0
teaching position.

Sincerely,

_________________________________
(Signature)

cc:
__________________________, Superintendent
__________________________, Education Minnesota Field Staff
__________________________, Member Rights Advocate
__________________________, Local President

(Please retain a copy for your professional file)
SAMPLE LETTER #2

Personally deliver this letter to a Board Member with either a witness or a signed receipt to verify delivery OR send via certified mail with return receipt requested.

**Continuing Contract Teacher Requesting a Hearing on Proposed Unrequested Leave of Absence**

______________________ Date

_______________________________, Board Member
Board of Education
Independent School District No. ______

_______________________________

_______________________________, MN____

Dear Mr./Ms. ________________________:

I hereby request a public hearing on the Board’s proposal to terminate my employment and place me on Unrequested Leave of Absence pursuant to M.S. 122A.40.

I will be represented at the hearing by Education Minnesota. Please contact my representative to arrange a mutually acceptable hearing date. His/Her address and phone number follow:

_______________________________, Education Minnesota Field Staff

_______________________________ Field office address and phone number

Sincerely,

_______________________________

cc: ________________________, Superintendent
    ________________________, Education Minnesota Field Staff
    ________________________, Local President

(Retain a copy for your professional file)
SAMPLE LETTER #3

Check your contract for required notification date. If no date is specified, April 1 is the deadline.

Annual Request for Reinstatement

________________________ Date

________________________________________

Board of Education
Independent School District No. ____________

________________________________________, MN ______

Dear Mr./Ms. ________________________:

In compliance with M.S. 122A.40, Subd. 11, and the existing Master Contract, I wish to notify District No. ____________ that I am prepared to return to work as a teacher for the 20___-20___ school year.

I have had no change in licensure. (If the teacher has added credits or added another license, BE SURE to mention this here instead of the previous statement.)

Please send me any notices of current openings for which I am eligible for recall.

Thank you.

Sincerely,

________________________________________

(Signature)

________________________________________

(Current Address)

cc: ______________________________________

________________________________________

Superintendent

________________________________________

Education Minnesota Field Staff

________________________________________

Local President

(Retain a copy for your professional file)
SAMPLE LETTER #4

Consult with Field Staff before sending this letter

Probationary Teacher-Request for Reasons for Nonrenewal

____________________ Date

____________________, Board Chairperson
Board of Education
Independent School District No. ____________
____________________________________
____________________, MN __________

Dear Mr./Ms. ________________________:

According to the letter I received from ____________________________________________
_ on _______________, my contract will not be renewed for the school year 20____ -
20____ with Independent School District No. ____________.

Under Minnesota Statute No. 122A.40, Subd. 5, the School Board shall give any teacher
whose contract it declines to renew for the following school year written notice to that
effect before July 1. If the teacher requests reasons for any nonrenewal of a teaching
contract, the School Board shall give the teacher its reason in writing within ten (10) days
after receiving such request.

I hereby request the reasons that my contract is not being renewed.

Sincerely,

____________________________
(Signature)

____________________________
(Current Address)

cc:

____________________, Superintendent
____________________, Education Minnesota Field Staff
____________________, Local President

(Retain a copy for your professional file)
SAMPLE LETTER #5

*Make sure that your contract language gives you the right to decline a part-time position and that you are not waiving any rights to future before you send this letter.

Rejection of Reduced Contract Accepting Unrequested Leave Status

____________________ Date

____________________, Chairperson
Board of Education
Independent School District No. _________
____________________
____________________, MN _____

Dear Mr./Ms. ________________________:

I have been offered a ________________ (insert fraction of time, i.e., 1/3) ___________-
time position in ________________ (subject) __________ to teach in District No.
____________ for the school year 20____ - 20____.

With regret, I decline the ___________________ (insert fraction of time, i.e., 1/3) _______
and accept placement on unrequested leave of absence. I understand that under Minnesota
Statute 122A.40, I am entitled to five (5) years of recall rights and that I am obligated to
inform you of my desire to return each year by April 1st.

I have enjoyed my teaching experience with the _________________________________
School District and hope that I can return to employment here soon.

Sincerely,

_____________________________
(Signature)

cc: ________________, Superintendent
______________________, Education Minnesota Field Staff
______________________, Local President

(Retain a copy for your professional file)
SAMPLE LETTER #6

*Make sure that your contract language gives you the right to decline a part-time position and that you are not waiving any rights to future before you send this letter.

Accepting Recall Offer

_____________________ Date

___________________________, Chairperson
Board of Education
Independent School District No. ____________
____________________________________
____________________________________
___________________________, MN _____

Dear Mr./Ms. ________________________:
I have received a recall notice for a _____ F.T.E. position in ____________________ (subject) in District No. ____________ for the school year 20____ - 20_____

I am accepting the ____F.T.E. teaching position with Independent School District No. ____________ for the 20____ - 20______ school year.

(If the recall is for less than full-time, include the following paragraph...)

My acceptance of this position should not be considered a waiver of my continuing contract rights guaranteed by Minnesota Statutes for reinstatement to any full-time position for which I am licensed or to additional part-time positions which restore me to a 1.0 teaching position.

Sincerely,

_____________________________
(Signature)

cc:  ________________________, Superintendent
                 ________________________, Education Minnesota Field Staff
                 ________________________, Local President

(Retain a copy for your professional file)
UNEMPLOYMENT INSURANCE/ WORKFORCE CENTER INFORMATION

The following is information that eligible teachers should be aware of in regard to filing for Unemployment Insurance this year:

1. Teachers who have been terminated or placed on unrequested leave are eligible immediately after the school term has been completed. Drawing summer checks does not remove eligibility. Individuals may not apply until they are out of work (end of school year).

2. Be aware resignation may impact eligibility. Determination is on a case-by-case basis.

3. Unemployment Insurance—where to apply: www.uimn.org or by phone 651-296-3644 (Twin Cities area) or 1-877-898-9090 (Greater Minnesota). The applicant self-service system is available Monday through Friday, 6:00 am to 6:00 pm.

Call UI Customer Service whenever you have questions about your benefits:
Monday through Friday, 8 a.m. to 4:30 p.m.

To talk to a representative:
Enter your Social Security number and password followed by the # sign (if you do not have a benefit account press 2 after you enter your Social Security number, then press 0);

1. Press 2 for other options;
2. Press 3 for answers to commonly asked questions or to speak with a representative;
3. Press 0 to speak to a representative.

4. Information needed for filing:
   a) Social Security Number
   b) Name of employer - School District Number
   c) Letter of termination or unrequested leave letter
   d) Drivers license number or other state government ID number
   e) Employment History for the past 18 months
   f) Union name/number
   g) Bank account number-if choosing direct deposit
   h) Mailing address, telephone number, birth date
   i) If you were in the military in the last 18 months, you will need information from your DD-214 member 4

*see How to Apply for Unemployment Insurance Benefits brochure

http://www.uimn.org/ui/HowToApplyForUI.pdf
WorkForce Centers
(There are offices throughout the state. Call 1-888-438-5627 for more information or the website to access is www.mnworkforcecenter.org.)

See attached Minnesota WorkForce Center Contact Information list.

RESOURCE INFORMATION

Bridge to Benefits Minnesota
http://mn.bridgetobenefits.org/Home2.html

Bridge to Benefits is a multi-state project by Children’s Defense Fund Minnesota to improve the well-being of families and individuals by linking them to public work support programs and tax credits.

Dislocated Worker Programs
www.PositivelyMinnesota.com/dw

The Dislocated Worker Program offers free services to help eligible individuals find suitable re-employment—and help take the stress and uncertainty out of the process.

Internet System for Education and Employment Knowledge (ISEEK)
www.iseek.org

ISEEK is an internet system for education and employment information. It links to information on school programs, training, occupations, skill requirements and job openings.

Minnesota Works
www.MinnesotaWorks.net

You will be able to upload or copy and paste resumes into Minnesota-Works.net and job shoppers will be able to place their top jobs in a ‘shopping cart.’ You will also be able to: See a list of the jobs applied for online; save job orders to a list for reviewing later; and, maintain multiple resumes.
List of Minnesota WorkForce Center Contact Information

*indicates the WorkForce Center is located on a Minnesota State Colleges and Universities campus

<table>
<thead>
<tr>
<th>WorkForce Center Name</th>
<th>Address</th>
<th>City</th>
<th>ZIP Code</th>
<th>Phone</th>
<th>Fax</th>
<th>TTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anoka County</td>
<td>Anoka County Human Services Building 1201 89th Avenue NE, Suite 235</td>
<td>Blaine</td>
<td>55434-3372</td>
<td>763.783.4800</td>
<td>763.783.4814</td>
<td>763.785.5987</td>
</tr>
<tr>
<td>Dakota County - West St. Paul</td>
<td>1 Mendota Road W, Suite 170</td>
<td>West St Paul</td>
<td>55118</td>
<td>651.554.5955</td>
<td>651.554.6565</td>
<td>651.554.5914</td>
</tr>
<tr>
<td>Dakota County - Burnsville</td>
<td>Southcross Commerce Center IV 2900 W County Road 42, Suite 140</td>
<td>Burnsville</td>
<td>55337</td>
<td>952.895.7600</td>
<td>952.895.7660</td>
<td>952.895.7661</td>
</tr>
<tr>
<td>Hennepin North</td>
<td>7225 Northland Drive</td>
<td>Brooklyn Park</td>
<td>55428</td>
<td>763.279.4400</td>
<td>763.536.6001</td>
<td>763.536.6006</td>
</tr>
<tr>
<td>Hennepin South</td>
<td>4220 Old Shakopee Road W</td>
<td>Bloomington</td>
<td>55437-2949</td>
<td>952.346.4000</td>
<td>952.346.4042</td>
<td>952.346.4043</td>
</tr>
<tr>
<td>Minneapolis North</td>
<td>1200 Plymouth Avenue N</td>
<td>Minneapolis</td>
<td>55411-4085</td>
<td>612.520.3500</td>
<td>612.520.3530</td>
<td>612.302.7061</td>
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<tr>
<td>Minneapolis South</td>
<td>777 E Lake Street</td>
<td>Minneapolis</td>
<td>55407-1546</td>
<td>612.821.4000</td>
<td>612.821.4014</td>
<td>612.821.4013</td>
</tr>
<tr>
<td>Ramsey County - North St Paul</td>
<td>2098 11th Avenue E</td>
<td>North St Paul</td>
<td>55109-5100</td>
<td>651.779.5666</td>
<td>651.779.5646</td>
<td>651.779.5223</td>
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<tr>
<td>Ramsey County - St Paul</td>
<td>540 Fairview Ave N</td>
<td>St Paul</td>
<td>55104</td>
<td>651.642.0363</td>
<td>651.642.0706</td>
<td>651.642.0679</td>
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<tr>
<td>Scott County</td>
<td>752 Canterbury Road S</td>
<td>Shakopee</td>
<td>55379</td>
<td>952.445.7087</td>
<td>952.403.7995</td>
<td>952.403.7999</td>
</tr>
<tr>
<td>Washington County Cottage Grove</td>
<td>13000 Ravine Parkway South</td>
<td>Cottage Grove</td>
<td>55016-6102</td>
<td>651.430.4162</td>
<td>651.430.4157</td>
<td>Use MN Relay - 711</td>
</tr>
<tr>
<td>Washington County Forest Lake</td>
<td>19955 Forest Road North</td>
<td>Forest Lake</td>
<td>55025-9733</td>
<td>651.275.7265</td>
<td>651.275.7266</td>
<td>Use MN Relay - 711</td>
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<tr>
<td>Washington County Woodbury</td>
<td>2150 Radio Drive</td>
<td>Woodbury</td>
<td>55125</td>
<td>651.275.8650</td>
<td>651.275.8682</td>
<td>651.275.8653</td>
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<tr>
<td>WorkForce Center Name</td>
<td>Address</td>
<td>City</td>
<td>ZIP Code</td>
<td>Phone</td>
<td>Fax</td>
<td>TTY</td>
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<tr>
<td>Albert Lea</td>
<td>Skyline Mall 1649 W Main St</td>
<td>Albert Lea</td>
<td>56007-1868</td>
<td>507.379.3409</td>
<td>507.379.3413</td>
<td>507.379.3409</td>
</tr>
<tr>
<td>Alexandria</td>
<td>303 22nd Avenue W, Suite 107</td>
<td>Alexandria</td>
<td>56308</td>
<td>320.762.7800</td>
<td>320.762.7530</td>
<td>320.762.7805</td>
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<tr>
<td>Austin *</td>
<td>Riverland Community College 1600 8th Ave NW</td>
<td>Austin</td>
<td>55912-1400</td>
<td>507.433.0555</td>
<td>507.433.0591</td>
<td>507.433.0556</td>
</tr>
<tr>
<td>Bemidji</td>
<td>616 America Avenue NW, Suite 210</td>
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<td>Brainerd</td>
<td>204 Laurel Street, Suite 21</td>
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<td>Cambridge</td>
<td>Cambridge City Center 140 Buchanan St N, Suite 152</td>
<td>Cambridge</td>
<td>55008</td>
<td>763.279.4492</td>
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<td>Cloquet</td>
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<td>Crookston</td>
<td>1730 University Avenue</td>
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<td>Detroit Lakes</td>
<td>Roosevelt Building 801 Roosevelt Avenue</td>
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<td>Duluth</td>
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<td>Faribault</td>
<td>Faribo Town Square 201 Lyndale Avenue S, Suite 1</td>
<td>Faribault</td>
<td>55021-5758</td>
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<td>Grand Rapids</td>
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<td>Hibbing</td>
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<td>Hutchinson *</td>
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<td>International Falls *</td>
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<td>Litchfield</td>
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<td>Litchfield</td>
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<td>WorkForce Center Name</td>
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<td>ZIP Code</td>
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<td>Little Falls</td>
<td>Coborns Complex 315 12th Street NE</td>
<td>Little Falls</td>
<td>56345-2910</td>
<td>320.616.2400</td>
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<td>Mankato</td>
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<td>Mankato</td>
<td>56001-7796</td>
<td>507.389.6723</td>
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<td>Marshall</td>
<td>Lyon County Courthouse 607 W Main Street</td>
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<td>56258</td>
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<td>Montevideo</td>
<td>202 North 1st Street</td>
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<td>Monticello</td>
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<td>Moorhead</td>
<td>56560-2086</td>
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<td>New Ulm</td>
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<td>Red Wing</td>
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<td>Rochester</td>
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<td>St. Cloud *</td>
<td>1542 Northway Drive, Door 2 PO Box 67</td>
<td>St Cloud</td>
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<td>1301 Highway 1 E</td>
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<td>Virginia</td>
<td>Olcott Plaza 820 N 9th Avenue, Suite 250</td>
<td>Virginia</td>
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<td>Wadena</td>
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<td>56482-1538</td>
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<td>Willmar</td>
<td>Kandiyohi County Health and Human Service Building 2200 23rd Street NE, Suite 2040</td>
<td>Willmar</td>
<td>56201-9423</td>
<td>320.441.6590</td>
<td>320.231.6054</td>
<td>Minnesota Relay System 711</td>
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<td>Winona *</td>
<td>Minnesota State College - Southeast Technical 1250 Homer Road, Suite 200</td>
<td>Winona</td>
<td>55987-4897</td>
<td>507.453.2920</td>
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<td>Worthington</td>
<td>318 9th Street</td>
<td>Worthington</td>
<td>56187-2342</td>
<td>507.376.3116</td>
<td>507.376.3630</td>
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©2010 Minnesota Department of Employment and Economic Development
Unrequested Leave of Absence (ULA) / Non-Renewal
Investigative Form – for Teachers

Name: ____________________________________________

School: __________________________________________

Home phone: _______________________________________

Email: ____________________________________________

Are you a member of Education Minnesota?   Yes _____   No _____

Are you a full-time or part-time teacher?   Full-time _____   Part-time _____ %

Describe your position/title – attach a current schedule if available:

__________________________________________________________________________

__________________________________________________________________________

Are you a probationary or a continuing contract teacher? ________________________

Beginning date of service: ___________   Any breaks in service? ___________

Teaching experience in another Minnesota School District? _____   If yes, # of years _____

Where: ____________________________________________

What are you licensed to teach? _____________________________________________

Checked seniority list? ___________   Listed correctly? ___________

Date of written notification of ULA/Non-Renewal ___________

Date hearing requested ___________

Other ________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Note to MRA – attach the following documents to this form:

1. Copy of this teacher’s license – from the website: http://education.state.mn.us
2. Copy of any letters this teacher has received from the School District
   about ULA/Non-Renewal
3. Copy of School Board minutes referencing this teacher
4. Any documents relating to placement on ULA or Non-Renewal
5. Copy of letter requesting a hearing
6. Seniority list and licensing areas
7. Contract
8. Current teaching assignments